

**ALABAMA COMMISSION ON HIGHER EDUCATION
2016 MEETING DEADLINES**

A transmittal letter and one paper copy of all submissions should be sent to:

**Dr. Gregory G. Fitch
Executive Director
Alabama Commission on Higher Education
PO Box 302000
Montgomery, AL 36130-2000**

In addition to a transmittal letter and paper copy, please send an electronic version to [Margaret Pearson](#), Academic Program Review Analyst.

Submission of the Notification of Intent to Submit a Proposal (NISP) or the Intent to Submit a Program Application (ISPA): Commission policy requires the submission of these documents prior to submission of the proposal (senior institutions) or application (two-year institutions) for a new program. The NISP [senior institutions] or ISPA [two-year institutions] remains in effect for a year.

If the proposal or application is not submitted within that year, a new NISP or ISPA must be submitted.

Because these preliminary documents remain in effect for a year, there are no posted deadlines for their submission. However, the following requirements should be kept in mind when anticipating the submission of a proposal or an application for a new program.

NISP: The NISP must be submitted at least two months before the submission of the proposal.

ISPA: The ISPA first must be submitted by the institution to the Alabama Community College System (ACCS). ACCS will review the ISPA and submit it to the Commission at least one month before submission of the program application.

For links to policies and forms related to the review of proposals for new units and programs of instruction at Alabama public institutions; extensions and alterations of existing programs; review of existing programs of instruction; off-campus instruction; distance education; and maintenance of the Commission's Academic Program Inventory see the following page and associated tabs at the Commission's website:

<http://www.ache.alabama.gov/Content/Departments/Instruction/Instruction.aspx>

Deadlines for New Academic Program Proposals/Applications

For details concerning the “Public Universities - New Program Application/Proposal Submission & Implementation,” process, please refer to that tab on the following page at the Commission’s website:

<http://www.ache.alabama.gov/Content/Departments/Instruction/Instruction.aspx>

All Program Proposals/Applications: For consideration of proposals or applications for new academic programs, submit the proposal/application no later than the date indicated on the table below. **Note:** Placement of items on a particular meeting agenda even when the deadline is met may be dependent upon the volume of proposals and other items received. The timeliness of peer review (when required) may also be a factor. Therefore, it is advisable to submit proposals as early as possible. The deadline for all submission dates listed below is 4:30pm.

Graduate Program Proposals: Deadlines for graduate program proposals are calculated to allow the minimum time necessary for the review by the Alabama Council of Graduate Deans and the Commission staff.

Community and Technical Colleges New Program Applications: The schedule does not take into account any Alabama Community College System (ACCS) deadlines. Please check with ACCS for additional requirements.

Meeting Date	Deadline for Receipt of Certificate, Associate, and Baccalaureate Proposals	Deadline for Graduate Program Proposals
March 11, 2016	November 25, 2015	November 20, 2015
June 10, 2016	March 18, 2016	February 19, 2016
September 9, 2016	June 10, 2016	May 20, 2016
December 9, 2016	September 16, 2016	August 19, 2016

In addition to a transmittal letter and one paper copy sent to Dr. Gregory Fitch, Executive Director [address on page 1], please send an electronic version of program proposals to [Margaret Pearson](#), Academic Program Review Analyst.

Deadlines for All Other Items for 2016 Meetings

Related Links:

Instruction Webpage:

<http://www.ache.alabama.gov/Content/Departments/Instruction/Instruction.aspx>

Extensions/Alterations: <http://www.ache.alabama.gov/Content/Departments/Instruction/Ext-AltReview.pdf>

Off-Campus Instruction:

<http://www.ache.alabama.gov/Content/Departments/Instruction/OffCampus/Regulations.PDF>

The deadlines in the table below are for all other regular meeting items, other than new program proposals (senior institutions) and new program applications (two-year institutions).

These items include:

1. Both exempt and non-exempt Off-Campus items
2. Extensions and Alterations of Existing Units of Instruction
3. Information Items.

Meeting Date	Deadline for Receipt of Off-Campus, Extensions/Alterations, Information Items
March 11, 2016	January 15, 2016
June 10, 2016	April 8, 2016
September 9, 2016	July 8, 2016
December 9, 2016	October 7, 2016

In addition to a transmittal letter and one paper copy sent to Dr. Gregory Fitch, Executive Director [address on page 1], please send an electronic version of all items to [Margaret Pearson](#), Academic Program Review Analyst.